

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD03-3

Date: July 23, 2003

69-1:43:is:7362

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: APPLICATIONS FOR RAPID RESPONSE FUNDING FOR PY 2003-04 **(INACTIVE)**

EXECUTIVE SUMMARY:

Purpose:

This directive facilitates a localized, decentralized process for delivery of Rapid Response (RR) activities.

Scope:

This directive provides guidance for applying for State funding to meet the necessary and reasonable costs of delivering required and, if requested, allowable RR activities in all of California's Local Workforce Investment Areas (LWIA) during Program Year (PY) 2003-04 (i.e., from July 1, 2003, through June 30, 2004).

Effective Date:

This directive is effective upon release.

REFERENCES:

- Workforce Investment Act (WIA) Sections 101(38), 133(a)(2) and 134(a)(2)(A)(i)
- Title 20 Code of Federal Regulations (20 CFR), Part 652 et al. WIA; Final Rules, Sections 665.300 through 665.330.
- *California's Strategic Five-Year Plan*, Section IV.B.13.

STATE-IMPOSED REQUIREMENTS:

Other than for federal citations and rules, this directive consists entirely of State-imposed requirements.

FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD01-20, dated June 25, 2002, and finalizes WIADD-58, issued for comment on July 2, 2003. Retain this directive until further notice.

BACKGROUND:

The WIA defines RR activities as a State responsibility. However, it permits states to designate another entity to carry out these responsibilities. Pursuant to this authorization, California uses a decentralized RR strategy pursuant to which it delegates its RR responsibilities and awards its RR funding to local entities throughout the State to defray their costs of providing the RR services that are needed to respond to all dislocation events within each LWIA.

POLICY:

In PY 2003-04, the State will reserve half of its Dislocated Worker funds (the "25 percent" account) for awards to local WIA administrative entities and other entities to fund required and allowable RR activities described in WIA regulations 665.310, 665.320, and 665.330. (The State will reserve the other half to provide additional dislocated worker funding assistance, pursuant to WIA regulations 665.340. This directive does not address how to apply for such additional assistance. This is described in Directive WIAD01-22.)

The one-half that is reserved for RR activities will be awarded via two simultaneous application processes, one for **Baseline RR Applications** and one for **Special Rapid Response Project Applications**.

From the overall funds reserved for RR activities, the State will reserve an amount for each LWIA's baseline RR activities. These baseline funds (see attached for amounts) will be used to cover the cost of required RR activities and, if funding is available, some allowable RR activities. Once these baseline funds are reserved, the balance of the statewide RR funding will be available to support Special RR Project Applications. These Special Projects will address additional needs of the community, beyond the baseline efforts, that fall within the allowable activities described in CFR 665.320.

Local WIA administrative entities must submit Baseline RR Applications if they plan to provide any RR services. These applications will need to specify and justify their planned use, during PY 2003-04, of funding equal to 60 percent of their total PY 2002-03 RR funds. At a minimum, the State expects the LWIAs to use these funds to defray all the costs of providing RR orientations to workers who have been laid off, during PY 2003-04, due to business closures and/or major layoffs in the LWIA.

Local WIA administrative entities and other organizations may submit Special RR Project Applications. These must specify and justify RR funding that is expected to defray the costs of allowable RR activities described in section 665.320. In LWIAs where Baseline RR funds do not suffice to cover all the costs of conducting required RR activities, the administrative entity may also request Special RR Project funds to defray additional costs of such activities. Special RR Project Applications will be reviewed competitively to determine whether they will be funded and at what level. As discussed at the June 27, 2003, meeting of the California Workforce Association (CWA), State staff reconstituted the State/Local Rapid Response Process Workgroup to develop criteria for evaluating projects submitted for the Special RR Project funds.

To ensure coordination and non-duplication of RR services, entities other than LWIA applicants must demonstrate, in cover letters, that their Special RR Project Applications have been prepared in coordination with the local Chief Executive Officers (CEO) and Local Workforce Investment Boards (LWIB), that their proposed RR activities are essential to address the unmet RR needs of special populations in a community(ies), and that the services they plan to provide will be coordinated, and will not duplicate/conflict, with other local RR services.

The State expects all recipients of RR funds to cooperate within LWIAs and on a regional basis to respond to worker dislocation events. All recipients of funds should work together to form appropriately composed teams to conduct RR activities and to determine which potential events, if any, necessitate a regional approach. The State further expects all entities that receive RR funds to represent the entire WIA system in their RR activities. Thus, if more than one RR grantee serves a single labor market area (broadly defined), each must provide information about all LWIAs in the labor market area when making RR presentations to employers and groups of affected workers.

While it is entirely at the discretion of the local partners, the State encourages LWIAs to work together, to the extent it is practical and beneficial to RR customers, in preparing and submitting regional applications. Such applications would be particularly appropriate if submitted by contiguous LWIAs that jointly serve a single labor market. All regional applications must be submitted by a single entity that has been designated by the participating LWIAs' CEOs to receive the requested RR funds. This single entity would typically provide integrated, labor-market-wide RR services. However, the single entity may also subcontract RR functions to other local entities provided it exercises appropriate controls to promote highly coordinated delivery of RR services throughout the region.

The Employment Development Department's (EDD) Job Service Division will also receive WIA funding for RR activities in the LWIAs. This funding will be provided separately from the RR funding process described in this directive. Therefore, the anticipated costs of EDD participation in local RR activities may *not* be included in RR funding applications submitted in response to this directive. The State expects all entities receiving RR funds to coordinate RR services with EDD's local Job Service representatives.

Pursuant to a State administrative decision, based on the recommendation of the State/Local RR Workgroup, if a LWIA is participating with EDD's Labor Market Information Division in the development of California Cooperative Occupational Information System (CCOIS) data and products, only Baseline RR funds may be expended by LWIAs to supplement the funding of these activities. This decision is being reviewed based on discussions at the June 27, 2003, CWA meeting. Concerns were raised about recent decisions regarding the loss of Employment Training Panel (ETP) funds to support the CCOIS work. The Department is working to determine the scope and makeup of the CCOIS work after December 2003 when the ETP funding is lost. Additional information will be released as soon as it is available, but, until then,

please plan to show any CCOIS supplemental work and costs as part of the RR Baseline Application.

Pursuant to another State administrative decision, entities receiving Baseline RR funds must conduct worker surveys in respect to all significant layoffs (as defined by the LWIB) that occur in the areas they serve. These surveys will be considered a required RR activity and should be reflected in the appropriate budgets.

PROCEDURES:

Procedures for preparing Baseline RR Applications and Special RR Project Applications are detailed in the attached **Application Guidelines**.

Applications that the State has approved for funding will become the approved project plans used for program monitoring and evaluation purposes. In the event the State awards less than the requested amount of RR funding, applicants will be required to submit revised funding requests and activity plans that reflect the amount of awarded funding and the activities that will be conducted.

ACTION:

An original plus one copy of all applications must be submitted by July 30, 2003, to:

Rapid Response Funding Coordinator
EDD Workforce Investment Division/Program Section
PO Box 826880 (MIC 69-1)
Sacramento, CA 94280-0001

They may also be hand-delivered to:

Rapid Response Funding Coordinator
EDD Workforce Investment Division/Program Section
722 Capitol Mall, Room W1077
Sacramento, CA 95814

The purpose of the due date is to allow State staff to assess applications and prepare a consolidated funding recommendation and announce awards prior to August 13, 2003. Therefore, applicants are encouraged to submit fully executed applications by the due date. However, faxed applications that have been fully approved at the local level but lack official signatures will be accepted, provided fully executed applications are submitted promptly thereafter.

All funding decisions will be communicated to applicants in writing.

The State provided "bridge" funding to the local WIA administrative entities prior to June 30, 2003. This will assist in ensuring the continuity of the RR services through the date when a State budget is approved by the Legislature.

Upon approval of the State budget, EDD will add the appropriate “net” RR funding to each entity’s subgrant. “Net” funding will be calculated as the approved award less the “bridge” funds and any unspent RR funds carried in from PY 2002-03. If previous year unexpended funds plus “bridge” funds exceed the final awarded funding, the State reserves the right to unilaterally de-obligate “bridge” and/or previous year unexpended funds.

INQUIRIES:

Questions about this directive or the application processes should be directed to the assigned [Regional Advisor](#).

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachments are available on the Internet:

1. [Rapid Response Baseline Funding PY 2003-04](#) (PDF)
2. [WIA PY 2003-04 Rapid Response Application Guidelines](#) (PDF)
3. [WIA PY 2003-04 California Rapid Response Baseline Funding Application](#) (DOC) (191k)
4. [WIA PY 2003-04 California Rapid Response Special Project Funding Application](#) (DOC) (145k)